

**Department Of Correction**

Official Title:   **Student Intern**

Position Type:   **Internship**

**INTERNSHIP INFORMATION**

Salary:   **Unpaid**

Number of Vacancies:   **1**

Application Deadline:  
**April 1 2010**

Location:   **Central Headquarters,  
Milford, MA**

Internship Track:  
**Reentry/Program Services**

Hours/Schedule:   **Flexible**

Duration:   **Full Semester**

Position Description:   **Assist Director of Volunteer Services in the development, implementation and evaluation of volunteer facilitated cognitive skills programming.**

Responsibilities/Major Duties:   **Work in conjunction with the Director of Volunteer Services to provide volunteers with training in evidence based practices and co-facilitate cognitive skills workshops. Collect, enter and analyze data utilizing the department's inmate program survey evaluation application to determine effectiveness of volunteer facilitated cognitive skills programming.**

Preferred Qualifications:   **Basic computer and math skills, good interpersonal communication and writing skills and an interest in offender reentry as it applies to criminal justice.**

**How to apply:****Mail Internship Application to:**

Alexandra McInnis, Director of Personnel  
Division of Human Resources  
P.O. Box 946  
Norfolk, MA 02056  
Fax: (508) 850-5217

**For additional information or questions, please contact:**

Jim O'Gara at (508)850-7874 or email at [JMOgara@doc.state.ma.us](mailto:JMOgara@doc.state.ma.us)  
James Callahan at (508) 850-7783 or email at [JPCallahan@doc.state.ma.us](mailto:JPCallahan@doc.state.ma.us)

Agency Web Address: <http://www.mass.gov/doc/>

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Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.**